



Seasonal Labourer Position

REPORT TO: Supervisor of Parks and Facilities

SUBORDINATE POSITIONS: N/A

PURPOSE OF POSITION: Responsible for assisting with ongoing maintenance and repair of municipal parks and properties.

SCOPE

(The way that the position contributes to and impacts on the municipality)

Reporting to the Manager of Parks and Recreation under the direct supervision of the Parks and Facilities Supervisor, the Seasonal Labourer will perform general labour duties as assigned by the Parks and Recreation Foreperson.

QUALIFICATIONS

(Minimum requirements/preferred requirements of the position to be effective and efficient)

1. Must have valid class 5 Driver's license
2. High school diploma or equivalent, preferred
3. Must provide personal CSA approved safety boots/footwear

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position)

1. Assist in general maintenance of municipal parks, cemeteries and facilities
2. Street and road maintenance, spring clean-up, etc.
3. Turf Maintenance (grass cutting, fertilizing, etc.)
4. Conduct routine clean-up and garbage removal from all cemeteries, parks and facilities
5. Pruning shrubs and trimming trees.
6. Other general labour duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The Seasonal Labourer must have working knowledge in the following areas:

1. Operation of maintenance equipment such as lawn mowers, grass trimmers, etc. is an asset
2. General maintenance or construction knowledge an asset
3. Ability to maneuver trucks, trailers and equipment safely and efficiently
4. Knowledge of landscaping tools, equipment, and lawn maintenance equipment an asset
5. Knowledge of the Municipal Environments



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Skills

The Seasonal Labourer must demonstrate the following skills:

1. Following directions and initiatives set forth by the immediate supervisor
2. Following and carrying out direction without immediate supervision
3. Maintain strict confidentiality
4. Ability to cope with multiple requests and subjects simultaneously
5. Attention to detail and productive use of time
6. Physically capable of performing assigned duties

Personal Attributes

The Seasonal Labourer must demonstrate the following personal attributes:

1. Strong Communication and ability to adapt
2. Respectful and have professional courteous demeanour
3. Ability to work in a dedicated team 1st environment
4. Punctual and dedicated

WORKING CONDITIONS

(The nature of physical effort, environmental conditions, sensory and mental demands and typical hours of work)

1. May be subject to inclement weather and/or weather extremes during the discharge of responsibilities.
2. Considerable periods of standing and/or moderate walking may be required
3. Tasks are somewhat diverse, and some interpretation is required
4. Typical activities include lifting, reaching, sitting in vehicles, standing, walking, considerable visual attention to details

NOTE: Duties listed are not set forth to limit the assignment of work and are not to be construed as a complete list of duties normally to be performed under the job position or those duties temporarily performed outside the normal line of work.

WAGES: as per Union Contract
Seasonal wage range - \$21.72-\$27.32 as per 2023 approved wage scale

BENEFITS: Union Dues - .85%
\$10,000 - Life/Accidental Death & Dismemberment
\$10,000 - Life Insurance

WORKDAYS: 7:00 am - 4:00 pm (April to late October)

SICK: accumulate 1 ¼ days per month

PENSION: 9%, Matched by the Town of Nipawin



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POLICE CHECK: The successful candidate will be required to complete a Police Record Check prior to commencement of employment.

SUBMISSION OF APPLICATIONS/RESUMES

Applications/Resumes for the positions described above will be accepted by the undersigned up to **Friday, April 14, 2023** (Only those considered for employment will be contacted).

Maria Freemantle, Human Resources/Payroll Officer

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